

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Rotary Wing Engineering Modeling and Simulation (REMS)	CONTRACT/RFP NO. NNA364420R-ALR	DRL DATE/MOD DATE Feb 2012
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Progress Report	Monthly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	Contracting Officer (CO), Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriguez@nasa.gov Contracting Officer's Technical Representative (COTR) Code AUA, M/S 243-12 (1 cy electronic) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov Task Order Manager listed on Task Order		The Contractor shall submit a monthly progress report no later than the 15th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Task Order. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data, (4) discussion of achieving deliverables and milestone schedules, and (5) include that required by Clause H.9. ADDITIONAL REPORTS OF WORK – RESEARCH AND DEVELOPMENT (NFS 1852.235-74) (FEB 2003).	

1. LINE ITEM NO. 2	2. DRL TITLE Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	CO, Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriguez@nasa.gov		The Contractor shall submit NF 1627, NASA Mishap Report, within one working day after the occurrence of any mishap. The Report shall be submitted online, using the NASA Incident Reporting Information System (IRIS), at http://nasa.ex3host.com/iris	
	Code AUA, M/S 243-12 (1 cy electronic) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov			
Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 cy electronic via IRIS)				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Contractor Monthly Accident Report	Monthly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriquez@nasa.gov Code AUA, M/S 243-12 (1 cy electronic) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 cy electronic via CMAR)	8. REMARKS The Contractor shall submit Form ARC 15, Monthly Safety and Health Report, no later than 15 calendar days after the end of each month in accordance with NFS clause 1852.223-70, Safety and Health. ARC collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly form which is located at http://cmar.arc.nasa.gov .		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	DD 1419-- DOD Industrial Plant Equipment Requisition	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriguez@nasa.gov COTR, Code AUA, M/S 243-12 (1 cy electronic) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov SEMO, M/S 255-2 (1 cy electronic) Maria-elena.lopez-1@nasa.gov	8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-70, CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (NFS 1852.245-70) (DEVIATION)(SEP 2007). The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Property Management Report	Quarterly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriguez@nasa.gov Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy electronic) Maria-elena.lopez-1@nasa.gov	8. REMARKS The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i> , to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	NASA Property in the Custody of Contractors (NF 1018)	Annually	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION NF1018 ELECTRONIC SUBMISSION SYSTEM https://ness.gsfc.nasa.gov/	8. REMARKS Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14 . The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted annually NLT October 15 th . A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Initial Financial Management Report	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Electronic submission to: CO, Code JAZ, M/S 241-1 Elisban.u.rodriquez@nasa.gov COTR, Code AUA, M/S 243-12 William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov Financial Management Division, Code CF, M/S 232-23 Jimmy.y.fong@nasa.gov Perla.a.blancett@nasa.gov Marjorie.c.toy@nasa.gov	8. REMARKS Submission 30 days after effective date of contract. An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	Monthly Financial Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: CO, Code JAZ, M/S 241-1 (1 cy) Elisban.u.rodriguez@nasa.gov COTR, Code AUA, M/S 243-12 (1 cy) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov Financial Management Division, Code CF, M/S 232-23 Jimmy.y.fong@nasa.gov Perla.a.blancett@nasa.gov Marjorie.c.toy@nasa.gov		8. REMARKS To be delivered no later than the 10th working day after each full month of service. A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001_G_&page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Contract Task Order projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Additionally, when a differential of 5% or more occurs between the actual and planned total costs, the Contractor will submit a variance analysis. Contractor estimates can be used if actual data is not available by the required submission date.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Quarterly Financial Management Report	Quarterly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	<p>Electronic submission to:</p> <p>CO, Code JAZ, M/S 237-2 (1 cy) Elisban.u.rodriguez@nasa.gov</p> <p>COTR, Code AUA, M/S 243-12 (1 cy) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov</p> <p>Financial Management Division, Code CF, M/S 232-23 Jimmy.y.fong@nasa.gov Perla.a.blancett@nasa.gov Marjorie.c.toy@nasa.gov</p>	<p>Submission not later than the 15th day of the month proceeding the quarter being projected.</p> <p>A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i>, located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001_G_&page_name=main and as set forth below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.</p>		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Safety and Health Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAZ, M/S 241-1 (1 cy electronic) Elisban.u.rodriguez@nasa.gov COTR, Code AUA, M/S 243-12 (1 cy electronic) William.warmbrodt@nasa.gov Robert.kufeld@nasa.gov	8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health. The Contractor's Safety and Health Plan shall address how they will comply with ARC's Safety and Health requirements for on-site personnel (compliance to APR 1700.1 and APR 8715.1).		

Time is defined as follows: "Time" if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on Saturday, Sunday, or legal holiday, then the period shall include the next working day."